

Pool of National Experts

Fiji and other Pacific island countries (home based and various locations)

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| Location : | Home based and various locations, in the Pacific Island countries where UNDP has project implementation activities |
| Application Deadline : | |
| Post Level : | National Consultant – various bands |
| Languages Required: | English |
| Duration of Initial Contract : | The length of contracts varies |

UNDP is the UN's global development organisation that supports countries around the world in their efforts to successfully address diverse development challenges, framed around three broad settings which require different forms of support: eradicating poverty in all its forms and dimensions; accelerating structural transformations for sustainable development; and building resilience to crises and shocks. Strengthening governance systems, promoting rule of law and human rights are cornerstones of UNDP's work to achieve sustainable human development and eradicate extreme poverty. Within this broad governance mandate, the UNDP Pacific Office is implementing interventions aimed at preventing and fighting corruption and promoting integrity, transparency and accountability guided by SDG 16 (promoting peaceful, just, and inclusive societies) and in line with the planned outcomes of the United Nations Pacific Strategy and the UNDP Sub-Regional Project Document.

Pacific Islands countries (PICs) boast "big ocean" economies, with young and mobile populations and highly resilient and adaptive societies. Past and recent investments have however fallen short of developing diverse economies offering inclusive services and opportunities, resilient to external shocks and the increasing pace of climate disasters. While the scale of Pacific economies does not allow them to respond to all these challenges alone, public investment and revenues would gain from empowered officials accountable to keep basic service delivery and development priorities in mind while driving fiscal decisions.

UNDP work in Pacific Islands focuses on Inclusive Growth, Effective Governance and Resilience and Sustainable Development, Governance and Solomon Islands, Federated State of Micronesia, Tonga, Palau, Marshal Islands and Kiribati. In this context and with the need to be able to quickly respond for timely implementation of its projects, the UNDP Multi Country Office in Fiji (responsible for other Pacific island nations) is launching to develop a Pool of National consultants or National Experts Roster.

Expertise

To be considered for inclusion in the pool and roster, applications would need to have expertise in one or more of the following areas of practice:

Communications/Public outreach

- Development of communication and public awareness strategy on different aspects
- Social media
- Professional photographer
- Graphic design
- Web design
- Translation/Interpretation including ethnic languages
- Editing / proof reading

Programme and Project management

- Project coordination / implementation support
- Administrative services support
- Financial services support
- Procurement services support
- ICT services support
- Logistical support for large international events
- Civil engineering services
- Site engineering & supervision of construction projects
- Monitoring, evaluation, and reporting
- Value chain assessments

Community support

- Coordination and local governance support
- MSME, private sector, and entrepreneurship specialist
- Loan facilitator
- Cash based interventions specialist
- Agriculture specialist
- Community development facilitators
- Livelihood specialist

Research & Survey

- Literature review
- Development of survey methodologies
- Monitoring and evaluation of development projects
 - Baseline survey/assessments
 - Mid-term / end term evaluation

Scope of Work

Tasks assigned in each individual assignment will depend upon the requirement at the time of selection/recruitment. However broadly the scope of work may include one or more of the following:

Policy and Strategy Development

- Prepare Policy briefs, Status papers on developmental challenges/issues based on secondary review of existing literature for evidence-based advocacy and policy dialogue
- Develop performance management systems
- Perform socio-economic analysis
- Technical assistance to local community and non-state actors at all levels
- Develop institutional and regulatory frameworks to facilitate climate change and adaptation and disaster risk reduction
- Review of policy literature in respect to the subject
- Formulation of community development policy
- Identification of barriers and solutions for proposed interventions
- Risk Identification, mitigation plans

Project Design, Formulation & other project related functions

- Prepare conceptual framework/concept note on new area of work/developmental challenge
- Provide technical assistance in identification of developmental challenges, target areas, beneficiaries and partners and formulation of implementation strategy for UNDP support
- Provide technical support in development on new interventions/projects with Implementation (operational plan, monitoring, and resource requirement) Institutional and management arrangements
- Identify issues, formulate, and implement interventions that focus on various activities.
- Conduct studies on project/program highlights, activities and processes involved.
- Prepare and review Project documents.
- Proceed with administrative, finance, IT, logistic and procurement related tasks.
- Identify areas/beneficiaries and partners; timing, sequencing of activities; mobilization of finance.
- Prepare project proposals to ensure innovation in concepts, strategies, and incorporation of best practices
- Partnership building and support to resource mobilization activities
- Development and maintenance of different data management systems and platforms

Research and Documentation

- Undertake secondary research in the new areas of developmental concern based on review of existing literature
- Develop research design, research questions and scope of work for undertaking primary research in new areas
- Develop research and survey methodologies
- Document good practices, case studies, innovations and pilot models for wider dissemination and sharing
- Undertake process documentation of models for upscaling

Capacity Development/Training

- Based on capacity assessment, develop Capacity Development Plan to achieve the milestones identified and address the identified capacity gaps.
- Develop target specific training tools/toolkits and manuals based on training needs assessment
- Design training curriculum, conduct and/or coordinate trainings programmes for various stakeholders
- Design and delivery of training toolkits, products etc.
- Conduct and/or Coordinate trainings and workshops

Knowledge Management

- Prepare knowledge and communications products related to the projects/programs (Audio, Video and Hard copies)
- Review of Knowledge products (subject, design and content)
- Prepare and publish featured articles and case studies in publications of the UNDP, other pertinent organizations, academic journals

- Disseminate knowledge and communications products.
- Develop literature on best practices and case studies.
- Guidance of different media intervention (Radio, TV, etc.)

Monitoring & Evaluation

- Monitor and evaluate effectiveness of national and sub-national policies
- Carry out required independent monitoring and evaluation of UNDP projects
- Facilitate community and process monitoring
- Undertake Baseline and Client satisfaction surveys

Competencies

Core values and competencies

Professionalism: Shows pride in work and achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

Communication: Speaks and writes clearly and effectively; Listens to others, correctly interprets messages from others and responds appropriately; Asks questions to clarify and exhibits interest in having two-way communication; Tailors language, tone, style, and format to match the audience; Demonstrates openness in sharing information and keeping people informed.

Client Orientation: Considers all those to whom services are provided to be "clients " and seeks to see things from clients' point of view; Establishes and maintains productive partnerships with clients by gaining their trust and respect; Identifies clients' needs and matches them to appropriate solutions.

Relevant skills and Experience:

- Good track record in project management, with UN or UNDP with Demonstrated experience in research, analysis, policy support, programme and project development, project management, knowledge management, and/or monitoring, reporting and evaluation.
- Proven experience working with a wide variety of development actors including governments, international development organizations (including United Nations agencies), donors and other funding agencies, private sector entities, and/or civil society organizations including community groups, academia, and the media.
- Previous work experience with international agencies in Fiji or Pacific Island is an asset.
- Understanding of Government functioning and systems.
- Updated familiarity on, various international projects on across one or more areas of expertise.
- Working knowledge of objectives-oriented project planning, or results-based management.
- Strong interpersonal and communication skills.
- Strong analytical, reporting and writing abilities skills.
- Openness to change and ability to receive/integrate feedback.
- Ability to plan, organize, implement and report on work.
- Ability to work under pressure and tight deadlines.

- Proficiency in the use of office IT applications and internet.
- Excellent presentation and facilitation skills.
- Demonstrates integrity and ethical standards.
- Positive, constructive attitude to work.

Bands for the proposed Pool of Experts with Educational Qualifications

Band 2 (equivalent to NPSA 4 & 5) Implementation Support:

- NPSA 4= High School or equivalent in relevant field with minimum 4 years of relevant work experience OR Bachelors Degree in relevant field with 1 year of experience.
- NPSA 5 = High School or equivalent in relevant field with minimum 5 years of relevant work experience OR bachelor's degree in relevant field with 2 years of experience.

Band 3 (equivalent to NPSA 6 & 7), Implementation Support:

- NPSA 6 = High School or equivalent in relevant field with minimum 6 years of relevant work experience OR bachelor's degree in relevant field with 3 years of experience.
- NPSA 7 = High School or equivalent in relevant field with minimum 7 years of relevant work experience OR bachelor's degree in relevant field with 4 years of experience.

Band 4 (equivalent to NPSA 8 & 9), Implementation Support:

- NPSA 8= Master's Degree in relevant field, or Bachelors Degree in relevant field with minimum 2 years of relevant work experience.
- NPSA 9 = Master's Degree in relevant field with minimum 2 years of relevant work experience, or Bachelors Degree in relevant field with minimum 4 years of relevant work experience.

Band 5 (equivalent to NPSA 10 & 11) Specialist Support:

- NPSA 10 = Master's Degree in relevant field with minimum 5 years of relevant work experience, or Bachelors Degree in relevant field with minimum 7 years of relevant work experience.
- NPSA 11 = Master's Degree in relevant field with minimum 7 years of relevant work experience, or Bachelors Degree in relevant field with minimum 9 years of relevant work experience.

Language Requirements

Excellent oral and written native language skills and good command of English is required.

Application:

Please select the most suitable expertise and current location in the google form and attach your latest CV and a cover letter.

Applications should include:

- A cover letter,
- Updated CV + contact details of 3 referees;

A brief cover letter, clearly identifying the “**Areas of Expertise**” as mentioned in the section above.

Evaluation of Applications

Applicants will be screened against qualifications and the competencies specified above.

The inclusion into the Pool of consultants will be offered to those individual consultants whose offers have been evaluated and determined as:

- a) Responsive/compliant/acceptable, and
- b) Meeting requirements across the functional bands in each selected area of expertise.

Selection and Contracting

When a request for services arises, UNDP office shall contact the individuals in the specific area of expertise with the type of selection process - whether an Individual consultancy contract (Procurement process) or National Professional service agreement (HR process). The ToR/ Job description, location and dates of the assignment seeking confirmation of availability, as well as the financial proposal (in case of Procurement process) will be shared with the experts as per the requirement.

The individual selected for the deployment will be contracted as per the respective UNDP Policy and established standard operating procedure. The IC Contract template and conditions are available at <http://www.undp.org/content/undp/en/home/procurement.html>

Payment

For Individual Consultancy contracts, payment(s) will be linked with clearly identifiable deliverables and shall be made following certification by UNDP that the services related to each deliverable, as specified in the contract, have been satisfactorily performed and the deliverables have been achieved by or before the due dates specified, if any.

For NPSA contracts, payments will be made on monthly basis as per the remuneration scale of the particular job description and agreement.

Other information

This call for National experts is not linked to other UNDP rosters or to a specific UNDP recruitment opportunity.

Due to the large number of applications we receive, we are only able to inform the successful candidates about the outcome or status of the selection process.

For any clarification regarding this assignment please write to etenderbox.pacific@undp.org With Email Subject Line – National Pool of Experts

UNDP is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.